ONLINE SERVICES AT SUNSHINE SPECIAL DEVELOPMENTAL SCHOOL

Date of last update 14/09/2021

What type of online services are used at our school?

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

1) teaching and learning;
2) communication and engagement with parents;
3) student administration;
4) school management;
5) complying with legal requirements; and
6) other purposes stated in the Schools' Privacy Policy.

Our school collects, uses, discloses and stores student and parent personal information on these online services for these purposes or where permitted by law. Where appropriate, school staff or service providers may access information in online services for those permitted purposes. For example, when the service provider provides technical support.

Please click this link to read important privacy information for parents, guardians, and carers.

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the Information Privacy Principles. Our school take steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements, and monitoring. We also educate students on cyber safety so that they can have positive online experiences.

What content and materials will be shared through the online services?

Students may have the ability to create, store and share any schoolwork related content, such as photographs, audio, video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

What school polices and support apply to these services?

The following school policies and documents apply: Acceptable Use Agreements, Student Engagement Policy, Photography and Filming Policy, Digital Technologies Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available here.

If you wish to request access to your or your child's information, or have any questions, please contact Pauline Kellett, Sunshine SDS Business Manager on 03 9311 4808.

Online services used for multiple purposes:

Online Service	Purpose	Information type	Data Storage Location	Accounts
Accelerus	Used to track ongoing student assessment, student achievement and to produce student reports.	**Student information used** – first name, last name, date of birth, class and CASES ID – this enables teachers to identify and provide assessment levels for individual students and identify the classroom which they are accessing and are grouped under. Unique identifier required to ensure all reports follow students as they move through year levels. **Parent/Guardian information used** – parent name, email address, mobile number and address (if applicable). This enables teachers to identify parent and to contact parents if needed.	School has their own database. All databases are hosted by Microsoft Azure in Melbourne. For information on Accelerus' Privacy Policy see the flowing link: https://www.accelerus.com.au/150-support/67-accelerus-licence-and-annual-support-agreement	Teacher Administrator
Xuno	An Australian owned system, which provides schools with a one-stop shop for managing students' enrolment, health, wellbeing and behavioural management information as well as monitoring and reporting on their attendance.	**Student information used** – first name, last name, date of birth, class and CASES ID – this enables teachers to identify students appropriately. Medical details and attendance are also recorded. **Parent/Guardian information** used – parent name, email address, mobile number and address as well as any emergency contacts for the student.	Accelerus and Xuno are run by the same company, meaning details will be the same. The school has their own database. All databases are hosted by Microsoft Azure in Melbourne. For information on Accelerus' Privacy Policy see the flowing link: https://www.xuno.com.au/privacy/	Parent Teacher Administrator
Seesaw	Used to upload student lessons, assignments and activities. It is a digital portfolio of students' daily learning. Students can be supported to log-in to	**Student information used** – first name (or initial), last name, class and CASES ID – this enables teachers to identify and give feedback to individual students and identify the classroom which they are accessing	**SeeSaw data stored** – Australia. For information on SeeSaw's Privacy Policy see	Student Teacher

	participate in class activities, view work, submit their own journal work and view and comment on other students' work. There are no live class chats. Students cannot post work without teacher approval.	and are grouped under. Unique identifier required to ensure digital portfolio follows students as they move through year levels. **Parent/guardian information used** – parent name and email address. This enables teachers to identify parent and 'invite' parent to create their own account in the SeeSaw Family app.	the flowing link: https://web.seesaw.me/privacy-policy	Guardian/Parent
Office 365 for Education	Used for DET staff collaboration, virtual meetings as well as a safe cloud storage.	**Student information used** – Student information might be used within documents that staff are collaborating on such as Individual Learning Plan's, Individual Student Profiles, student work or activities. This may include students' full names, class, Date of Birth, medical information or alerts and student images. **Parent/Guardian information used** – parent names and contact details may be used when creating documents relating to students.	**Office 365 data stored** – Student's data is stored in data centres located in Victoria and New South Wales (Microsoft Data Centres).	School Staff Access
SchoolStream	This software will allow us to communicate with families by providing updates, sending out information as well as our school newsletter.	**Student information used** – first name (or initial) and class. This will only be used in our school newsletter to celebrate or demonstrate student work or events if permission given. **Parent/Guardian information used** – Parent first name, last name, email and mobile number (if it has been added). This helps the school identify what parents currently have access to school notifications.	Schoolstream data stored – data is stored in Sydney, Australia with AWS.	Leadership and administration access Parent/Guardian Access
Book Creator	Various subjects as a record of learning	Can vary depending on the activity Student Year Level Student Class Student Work	Locally on the device	None
Mathletics	Mathematics	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Overseas	Student Teacher
Reading Eggs	Literacy	Student First Name (and Initial) Student Year Level Student Class Student Work Student Assessment	Student and teacher data is stored in a secure database	Student Teacher Administration

			on Amazon Web Services (AWS). Access to these servers is limited to the application, and by software developers at Blake eLearning, via secure shell. Australia/Overseas	
Sunshine Online	Literacy Texts	Option to record student voice reading book. Student name, class, username, password & student results.	Sydney, Australia, the data is encrypted in transit and at rest.	Generic login for all students
EPIC!	Literacy Texts	Student name, class, username, password & student results.	Cloud	Generic login for all students Teacher
HelpKidzLearn	Literacy Texts	Student name, username, password.	Inclusive Education - UK	Generic login for all students
Other online services used for short periods	Various subjects * Parent communication and engagement (if applicable)	Student First Name (and Initial) Student Class Student Work	Victoria, Australia or Overseas	None or Teacher only

Online services used for teaching and learning, and (where applicable) for parent communication and engagement about the student's learning outcomes